



LEADERSHIP & SUPERVISION

- ***To lead, you must first be able to follow; for without followers, there can be no leader.***

-Navy Saying



LEADERSHIP & SUPERVISION

The Navy defines leadership as the art of influencing people to progress toward the accomplishment of a specific goal. Leadership is based on personal example, good management practices, and moral responsibility.



LEADERSHIP & SUPERVISION

- What are the three elements of an effective Navy leader?
- Moral principles
- Personal example
- Administrative ability



LEADERSHIP & SUPERVISION

- WHAT IS THE MOST IMPORTANT ELEMENT OF LEADERSHIP?
- THE PEOPLE
- Remember you now have increased RESPONSIBILITY.
- Improve communication skills
- Keep up with current information concerning all Navy policies and programs.



QUALITIES OF A LEADER

- MORALE COURAGE
- DEDICATION TO NAVY AND NATION
- ENVIABLE EXAMPLE
- INITIATIVE
- LOYALTY TO THE COC
- ACCOUNTABILITY



Moral Principles

- Moral Principles

Honesty

Integrity

- Loyalty

**The key to leadership is the emphasis
you place on personal moral
responsibility.**



Personal Example

Respect isn't automatically given to a leader because of authority.

You have to earn respect and confidence of personnel working for you by setting a good example.

Lead your workers; don't drive them.



Administrative Ability

(also called) Good management practices

- Giving orders
 - Praise and Reprimand
 - Promoting Morale



Giving Orders

- When it is to be done
- What is to be done
- **As circumstances require or permit**
- How to do it
 - Why it must be done



Praise and Reprimand

- Praise in public

- Reprimand in private

(in order to teach the individual
not to embarrass)



Programs to Promote Morale

- Programs to Promote
Morale

- Moral and spiritual guidance
- Educational opportunities
- Personal affairs counseling

**Showing interest in your people's
welfare helps keep their morale high.**



PROMOTE IMPROVED PERFORMANCE

- **PROVIDE FEEDBACK TO YOUR PERSONNEL**
- **TYPES ARE: POSITIVE AND CONSTRUCTIVE**
- **REWARD YOUR SAILORS**
- **LOA'S, LOC'S, NAM'S, NCM'S or THE "JOB WELL DONE**
- **ONE OF THE BEST WAYS TO BOOST MORALE AND PROMOTE *ESPRIT DE CORPS* IS TO KEEP YOUR PERSONNEL INFORMED.**



Commands and Orders

- **What is expected of a Sailor given a command?**
- **Immediate obedience is the automatic response.**
- **What is expected of a Sailor given an order?**
- **REASONED obedience is the response. An order lets you ask questions you don't understand.**



Followership Qualities

- Loyalty
- Initiative
 - Dependability



Continuous Improvement Program

Primary Goals:

- Increase productivity
- Produce better quality through leadership



PO 3&2 CHAPTER 1

Leadership, Supervision, and

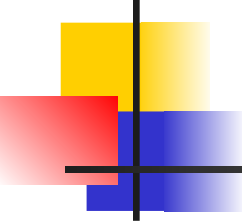
Training

- **What is another term for the fundamentals of leadership?**
- **The basic principals of leadership.**
- **What publications governs the rules and regulations of the Petty Officer?**
- **U.S.Navy Regulations, Manual for Courts Martial, and the Standard Organization and Regulations of the Navy (SORN)**



LEADERSHIP

- What programs do the Navy provide Sailors to assist with Leadership skills?
- Leadership Continuum, Petty Officer Indoc, CPO Indoc, and CM/C Course.



Leadership and Human Behavior

- Human behavior is the “result of attempts to satisfy certain needs”.
- What are the five levels of need?
- Survival: must have to sustain life
- Safety-Security: need for protection against threats



Leadership and Human Behavior

- Social-Belonging: The need to be liked and wanted by family, friends, coworkers, and others.
- Esteem: Our feelings of importance
- Self-Actualization: The full realization of our own potential



Leadership and Human Behavior

- To be an effective leader you must believe and trust in your subordinate's basic worth and ability to perform.
- Our mission in the Navy is to accomplish our assigned duties: You can't do this if personal problems interfere.



Supervisory Skills

- Leadership and supervision go hand in hand.
- They are two different jobs.
- Supervision is considered what?
- The art of making sure the job is done right.



Supervision

- Break jobs into task.
- Understand your workers abilities and assign the jobs accordingly.
- Develop a good work schedule.
- Coordinate material and safety requirements.
- Ensure your workers have the proper tools for the job.



Supervision

- Progress Checks:
 - **What questions should you ask before a job starts?**
 - **What must be done, where it should be done, when it should be completed, how it should be done, and who should do it.**



Supervision

- What is a standard?
- The basis by which you can compare your performance against the performance level of the chain of command.
- You as the Petty Officer will set the standards.



Supervision

- What is performance feedback?
- Evaluation information on how a job is done.
- Ways to reward your workers are:
 - **LOA, LOC, NAM, NCM, SOM/SOQ/SOY INPUTS**



Supervision

- Another form of feedback for your Sailors is Constructive Feedback:
 - **We discussed earlier, about praise and reprimand. If problems exist, fix them. Be aware of what is going on in your Sailors lives, both on and off duty.**



Counseling

- Name the four major types of counseling:
- Personal, Career, Performance, and Disciplinary
- Do not lose your self-control, do not make promises you can't keep, do not be quick to decide, DO NOT FORGET TO DOCUMENT.



Supervision

- **What is the compilation of minimum knowledge and skills necessary to qualify for a specific watch station, maintain specific equipment, or perform as a team member within a unit?**
- **PERSONAL QUALIFICATION STANDARDS (PQS)**
- **OPNAVISNT 3500.34 Governs the program.**



CONTINUOUS IMPROVEMENT

- Utilized as a tool for increased productivity and better quality through leadership.
- Benefits are: increased pride, increased readiness, greater mission survivability, streamlined maintenance and production processes.



TRAINING

- Training is utilized to impart knowledge to personnel can perform their duties.
- As Training Petty Officer you will have many jobs: Name some of them...
- Assist in planning, develop schedules, provide the training, maintain the records, keep personnel informed.



TRAINING

- Name the various types of training:
- Lecture: **most frequently used**, used for large groups of personnel.
- Demonstration method: Hands on training. Not practical for large groups.
- Instructional techniques: Use lesson summary, oral questioning, and training aids.



Command Training Team (CTT)

- Utilized for mandatory training such as Navy Rights and Responsibilities.
- Numbers for CTT:
- 50-100 2 members
- 101-200 3 members
- 201-300 4 members
- 301 & above 5 members



CTT

- What is the name of the course that member of the CTT must complete?
- Equal Opportunity in the Navy.
- Must have 18 months left onboard.



MRPO 1 CHAPTER 2 E6 EXAM ONLY

Leadership & Admin Responsibilities

■ MANAGING THE WORK CENTER

- What is your goal as a supervisor?
- Manage personnel, material, and time properly.



MRPO 1 CHAPTER 2 E6 EXAM ONLY

Leadership & Admin Responsibilities

- What are the 3 areas you look at when assessing your worker's?
- Attitude, Knowledge, and Work habits.
 - Material for the jobs at hand are vital to succeed.
 - Supplies: What is used to make your formal supply inventory?
 - Operating Target Log (OPTAR)



MRPO 1 CHAPTER 2 E6 EXAM ONLY

Leadership & Admin Responsibilities

- Tool Inventory; Should be conducted as required.
- What tools must be checked daily?
 - Power Tools and Hand Tools
 - Work Centers: Each work center should have a listing of the discrepancies concerning your area. This is known as?
 - Equipment Deficiency Log (EDL).



EDVR

- EDVR---WHAT CAN THE EDVR TELL YOU AS A SUPERVISOR?
- Ensure you keep it up to date so you can fulfill your shops requirements and your TAD requirements.



LEADERSHIP

- What is utilized to help you plan for each job, personnel training, stoppages, logistic problems, and losses in manpower?
- Your work center schedule.
- OPERATIONAL SCHEDULE-KNOWN AS THE ANNUAL EMPLOYMENT SCHEDULE



SUPERVISION

- What is utilized to show your GMT, major inspections, and upcoming evolutions?
- Your Training Plan



COUNSELING

- This is used as the MOST EFFECTIVE way to let someone know where they stand in the division.
- There are three methods, name them.
- Letter of Instruction (LOI) or Command Counseling Sheet.
- Page 13 entry
- Enlisted Evaluation Report



COUNSELING

- LOI-identifies discrepancies and gives the members dates by which to complete them.
- PG 13-Administrative remarks. Can be good or bad.
- Enlisted Performance Evaluation Report-

The most important document of your career.....



COUNSELING

- What paygrades are marked for management ability?
- E7-9
- What article explains your rights as concerning evaluations?
- Navy Regulations Article 1122



EVALUATIONS

- Who is ultimately responsible for accuracy, development, continuity, type and timeliness?
- Your Commanding Officer
- What is the form number for the Enlisted Evaluation Input form (brag sheet)?
- NAVPERS 1616/21



EVALUATIONS

- Where on the evaluation do you input TAD time?
- Block 54 or Block 55
- Special reports are used for what purpose?
- To document superior or substandard performance.



EVALUATIONS

- Name some “other than normal” evaluations?
- Newly reported personnel, personnel under instruction, personnel awaiting discipline action, advancement recommendations.



EVALUATIONS

- What is the minimum numbers of days onboard a member must be at a command in order to be evaluated?
- 90 days
- Can you utilize evaluations for punishment?
- No. Process under the UCMJ



EVALUATIONS

- Whose responsibility is it to ensure evaluations are accurate?
- YOURS
- Members **MUST** sign the evaluation report. Doesn't mean you agree, just that you have read it and understand your rights.



EVALUATIONS

- RECOURSE:
- Does the Chief of Naval Personnel have the authority to remove evaluations from your record?
- NO
- Statements should be submitted through your Chain Of Command.
- Name the UCMJ articles concerning recourse:
- Article 138, 1150, and 1151.



CORRECTION OF NAVAL RECORDS

- What act established the BCNR branch?
- Legislative Reorganization act of 1946
- What form must you use for a BCNR?
- DD Form 149
- For Selection board purposes, how many days in advance of board must BCNR be requested?
- 90 days



ADVERSE EVALUATIONS

- PO3 and below, must have a PG 13 entry that informs them of their rights and they sign saying they understand them.
- PO2 and above: Members must mark on the evaluation if they intend to submit a statement.
- Commands will hold the evaluations for how many days awaiting the statement?
- 15



COMMAND POLICY

- Name two methods that senior petty officers may use to implement policy change?
- Verbal and Written
- Verbal: oral recommendation to division or department.
- Written: matters that pertain to the BETTERMENT of the command



LPO AUTHORITY

- AUTHORITY OF THE LEADING PETTY OFFICER
- THERE ARE TWO TYPES:
- GENERAL AND ORGANIZATIONAL
- DESCRIBE EACH OF THEM



CO SIGNATURE

- COMMANDING OFFICERS SIGNATURE
- CAN NOT BE DELEGATED IF IT:
 - ESTABLISHES POLICY
 - CENTERS ON CHANGE OF COMMAND MISSION
 - MILITARY JUSTICE
 - REQUIRED BY LAW
 - IF YOU USE A FASCIMILE STAMP, YOUR INITIALS MUST GO BY IT.



NAVAL MESSAGES

- Official communication.
- Name the types of messages:
- Single Address, Multiple address, Book, General
- Single: one addressee only/action or info
- Multiple: two or more/action or info
- Book: Sent in a manner that the addressees don't know who else it went to.
- General: wide distribution



MESSAGES

- Know these terms: Originator, Releaser, Drafter, Addressee
- Message Precedence: Four common categories, name them and how fast they should be released.
- Routine:(R) released within 6 hours
- Priority:(P) released within 3 hours
- Immediate:(I) released within 30 min.
- Flash: (Z) released within minimum 10 min



OFFICIAL CORRESPONDENCE

- What manual provides you with guidance on correspondence?
- Dept of the Navy Correspondence Manual, SECNAV 5216.5C
- What is the most frequently used correspondence?
- From/To Memorandum



CORRESPONDENCE

- When would you use a NAVGRAM?
- When not important enough for a message and between DOD addressees only.
- Purpose is to reduce Navy message traffic.



STANDARD SUBJECT IDENTIFICATION CODES

- Used to categorize, subject classify, and identify directives, letters, messages, forms, and reports.
- CO'S/OIC'S are responsible for this system at their commands.
- Know the numbers:
- 1000 Series?
- Military personnel



SSIC

- 2000 TELECOMMUNICATIONS
- 3000 OPS
- 4000 LOGISTICS
- 5000 GENERAL ADMIN
- 6000 MEDICINE
- 7000 FINANCIAL
- 8000 ORDNANCE



SSIC

- 9000 SHIPS DESIGN
- 10000 GENERAL MATERIAL
- 11000 FACILITIES ASHORE
- 12000 CIVILIAN PERSONNEL
- 13000 AERONAUTICAL
- 16000 COAST GUARD